



## **HQ SACT VACANCY NOTICE 170248**

Applications are now invited for the post of Staff Officer (Capability Management), NATO Grade A-4 on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), a NATO Strategic Command in Norfolk, Virginia, USA. The vacancy date of this post is 1 October 2017

Applications must be made on line:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Closing date for applications: 11 June 2017

Location: Norfolk, Virginia, USA

- **Notes for candidates:** the candidature of NATO redundant staff at grade A-4 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade A-45, please advise the HQ SACT Civilian HR Manager no later than the closing date.

**Contract:** Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

**Salary:** Starting basic salary (effective 1 January 2017) is USD9434.33 per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at [civilianpersonnel@act.nato.int](mailto:civilianpersonnel@act.nato.int)

## **Staff Officer (Capability Management)**

Primary location: Norfolk, VA, USA

NATO Body: Headquarters Allied Commander Transformation

Schedule: Full-time Salary (Pay basis) 9434.33 (USD) Monthly

Grade: A-4

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### **POST CONTEXT**

DCOS Capability Development (CAPDEV) acts as the Supreme Allied Commander Transformation's Director for guidance, direction and co-ordination of the activities and resources of the Capability Development Directorate. The ACOS Command & Control, Deployability and Sustainability (C2DS) division contributes to the achievement of Interoperability as an overarching, enterprise [NATO] goal through development of capability (DOTMLPF) based on validated requirements.

As a supporting branch, the Communications and Information Services (CIS) Branch is responsible for the provision and programme management of communications, cyber, information system and other community of interest programmes of work.

A civilian post inside the CIS Branch which coordinates the development of ACT position and engagement with NATO C3 Organisation and coordinates and guides the implementation of Information Services to support NATO C2 of Operations.

### **REPORTS TO**

Branch Head (CIS)

### **PRINCIPAL DUTIES**

The incumbent's duties are:

1. Coordinates the development of ACT position and engagement with NATO C3 Organisation: Specifically
  - a. Supports engagement and liaison with C3 Coordination Group, prepare advice and support to ACOS C2DS in all C3 CG activities and meetings
  - b. Works in Close Coordination with the NATO HQ C3S and STRE C3B liaison to develop, evolve and maintain C3 related policies and directives.
  - c. Supports the preparation of papers and presentations towards to the C3 Board and the C3B Permanent Representatives that express ACT transformational positions to facilitate decision making.
  - d. Supports the preparation of papers and presentations that are part of advice and support to the ACOS C2DS in the Capability Development Executive Board.
2. Contribute to the definition, development and evolution of Communications and Information Services (CIS), consistent with Federated Mission Networking guidelines and principles:
  - a. Act as a capability developer for designated CIS.
  - b. Support, help facilitate and initiate NSIP funded projects for Communications and Information Services and provide subject matter expertise during project implementation, to include the review and validation of Minimum Military

Requirements (MCRs) and authorization documentation – e.g. Type B Cost Estimates (TBCE), Joint Staff Screening Reports (JSSR), Joint Final Acceptance Inspection Reports (JFAI).

- c. Contribute expertise to the capability development life cycle planning process, including roadmaps to help realize the NNEC Maturity Levels for CIS.
- d. Consult, engage and cooperate with NATO and Non-NATO nations, NATO organizations and agencies to promote cross domain coherence of CIS for capability development.

Supervisory duties: Dependent on requirements may be required to direct and supervise the work priorities of an adhoc or permanent team within the functional area.

There are no first line reporting responsibilities.

### **ADDITIONAL DUTIES**

1. Flexibility Clause: In order for the command to deal with emergent requirements the incumbent may be required to perform other related duties as directed (in particular, the incumbent can expect to work as a member of Working Groups, Project Teams, etc. for defined periods of time).
2. Prepares and delivers reports and briefings to high level audiences (including OF-9 level briefings within ACT, C2 Focus Area, Force Development Board, C3CG, CDEB, C3B and MC) as required.
3. Execute the C3 Capability development processes and those in support of CIS CM. Responsible for the management of C2DS related midterm capability planning activity in response to higher level (ACT, C3B, C2 Focus Area, Force Development Board, C3CG, CDEB and MC. Additionally, the incumbent may also be reassigned as directed by Chief of Staff for up to 180 days (and where necessary in excess of 180 days with the agreement of the incumbent).
4. Annual TDY Requirement: The incumbent may be required to undertake Temporary Duty (TDY) and/or travel within and outside NATO's boundaries for up to 20 days per year.

### **ESSENTIAL QUALIFICATIONS**

#### **Professional/Experience**

##### **1. Professional/Experience**

Systems development management

Activities that ensure consideration of Communications and Information System (CIS) aspects during the production of an Operational Plan. CIS is defined as an: 'assembly of equipment, methods and procedures, and if necessary personnel, organised so as to accomplish specific information conveyance and processing functions.' CIS are an integral and vital part of military operations, and the effective employment and control of CIS resources are command responsibilities. CIS must be deployed and maintained to achieve maximum overall effectiveness in the employment of military forces consistent with the projected rate of activity and scope of operations. CIS planners should be brought into the planning process at the beginning and must interact continuously with those who will conduct operations.

Staff with CIS planning experience in a National or International HQ at divisional level or above are required.

**Primary Skill Level: Ensure/Advise:** Agrees, with business management, systems development projects that support the organisation's objectives and plans. Ensures that management is both aware of and able to provide the required resources, and that available resources are properly utilised and accounted for. Monitors and reports on the progress of systems development projects, using appropriate quality assurance processes to ensure that projects are carried out in accordance with agreed standards, methods and procedures.

- a. At least eight years practical experience (participation and/or advice) in projects on design and/or implementation of Communications and Information Services.
- b. At least five years of managing CIS (specialists) staff.
- c. At least eight years Project management experience (Prince II preferred).
- d. 6-8 years experience (depending on educational background/degrees) in international/national Communications and/or Information Systems life cycle programme management.
- e. Operational experience within CIS of missions
- f. University (bachelor and/or master) degree level education. Exceptionally, a university degree may be substituted by equivalent education or experience.

Activities involved in providing general communication services. Includes functions that provide deployable and non-deployable transport services (communications) such as long haul, wide and local area voice, data, digital and video communications. This includes the design, development, installation, and maintenance of voice, data, and video communications capabilities, services, and systems.

Staff with CIS experience in a National or International HQ at divisional level or above are required.

**Secondary Skill Level: Initiate or influence:** Has defined authority and responsibility for all aspects of a significant work area, including functional, financial and quality aspects. Establishes organisational objectives, delegates assignments and is accountable for actions taken by self and subordinates. Influences policy formation on contribution of specialisation to operational or transformational objectives. Executes leadership and influences and persuades subordinates, peers and external organisations, HQs and agencies. Decisions impact the functional area of the enterprise, achievement of organisational objectives and financial performance. Work involves creative application of specialist and/or management principles. Develops high level relationships with external organisations, HQs and agencies. Influences internally and externally at senior management level. Executes highly complex work activities covering, technical, financial and quality aspects and contributing to formulation of the strategy and policies of the functional area. Able to absorb complex technical information and communicate effectively at all levels to both specialist and non-specialist audiences. Responsible to assess and evaluate risks and to understand the implications of new concepts, technologies and trends. Has a broad understanding of the enterprise and deep understanding of the functional areas. Responsible to keep skills within the assigned functional area up to date and to maintain awareness of developments in the wider area of enterprise activities.

## **Education/Training**

University Degree and 6 years post related experience, or a Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 6 years post related and 2 years function related experience.

## **Language**

English SLP 3333

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

## **DESIRABLE QUALIFICATIONS**

### **Professional/Experience**

Specific Experience: -

- a. Management of a major CIS Programme to successful completion and delivery
- b. Knowledge of the funding procedures and submission requirements for technical projects within NATO.
- c. Familiarity with NATO system configuration and management policies.
- d. Understanding of key components of NATO user and network domain capabilities.
- e. Experience working in a NATO military commands, A/G/M/J6 or equivalent area.
- f. A broad knowledge of NATO CIS capabilities.

## **2. Education/Training**

Staff college graduate.

- PRINCE2 Foundation and/or Practitioner.

### Courses:

- NATO STAFF OFFICER ORIENTATION COURSE (NU) - NATO School Oberammergau (DEU)
- RESOURCE MANAGEMENT EDUCATION PROGRAMME (RMEP) COURSE (NU) - NATO School Oberammergau (DEU)

## CIVILIAN POSTS

### 1. Personal Attributes

- a. Must be capable of leading a technical team with little supervision.
- b. Must show considerable initiative, adaptability and judgment.
- c. Must be capable of working harmoniously in a multinational environment.
- d. Must be prepared to travel extensively in support of the listed duties.
- e. This post should have a broad knowledge from a CIS architecture perspective over the areas which comprise the CIS elements of all layers from Communications to Applications and their interrelationship, as well as the contributing elements of NNEC as they affect CIS services, namely: Information Assurance, Service Management and Control, standards, and Users/Missions. This knowledge is not obtainable from any single source and requires lengthy exposure via experience, contact with multiple communities of expertise, and the establishment of trust-based relationships with comparably knowledgeable and responsible counterparts to foster an environment of continuing, evolving education. The knowledge base represented by this billet is an essential element of a larger whole required to ensure the successful delivery of NATO CIS capability.

### 2. Managerial Responsibilities

- a. This post may require incumbent to lead the work of up to 5 military posts in team environment and supervise varying number of contractors as required.
- b. Responsibility for managing the section programme of work and travel budgets.

### 3. Professional Contacts

The post will be required to discuss and support decision making on issues pertaining to CIS services both within ACT and with other NATO and National bodies. This will normally be at the OF4/A4 level, but will also include briefings and discussions at up to 2 star level.

- a. Routine contact with military and civilian staff officers (OF3 to OF5) within HQ SACT, NATO commands and in NATO nations.
- b. Occasional contact with staff officers in partner and coalition nations.
- c. Routine briefings to superior officers up to and including SACT ACOS C2DS (OF7).

### 4. Contribution to the Objective

- a. Directly contributes to the Defence Planning processes through the provision of transformational expertise and content to the DRR and the composition of Resource (CPs), Force and Armaments planning products.
- b. Directly supports development of C4I future capabilities by providing coordinated assessments of new concepts and products.
- c. The capabilities sponsored and provided by the CAPLC section are critical to achieving NNEC within NATO. Consequently this post will make a significant contribution to the objectives of HQ ACT.

## **Work Environment**

The work is normally performed in a typical Office environment. Normal working conditions apply. The risk of injury is categorized as: No Risk.

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## **Notes for candidates**

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## **Notes for NATO Civilian Human Resources Managers**

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